

INVITATION FOR BID (IFB)  
CITY OF ROUND ROCK PURCHASING OFFICE  
221 E. Main Street  
Round Rock, Texas 78664-5299

BIDS ARE DUE TO THE PURCHASING OFFICE  
AT THE ABOVE ADDRESS BEFORE BID  
OPENING TIME.

FACSIMILE RESPONSES  
SHALL NOT BE ACCEPTED

|  |
|--|
| INVOICE TO:  |
| <br><br><b>City of Round Rock</b><br><b>Accounts Payable</b><br><b>221 East Main Street</b><br><b>Round Rock, Texas 78664-5299</b> |

SHOW BID OPENING DATE & BID  
NUMBER IN LOWER LEFT HAND  
CORNER OF SEALED BID  
ENVELOPE & SHOW RETURN  
ADDRESS OF BIDDING FIRM.

|  |   |
|--|---|
| BIDDING INFORMATION: Printed Letterhead, Envelopes, and Business Cards |   |
| BID NUMBER   | 07-002 REBID  |
| OPENING DATE:  | 10/17/06 at 3:00 P.M.   |
| BID LOCATION:  | 221 E. Main Street, 1st Floor<br>Council Chambers, Round Rock, TX 78664 |

RETURN SIGNED ORIGINAL AND ONE COPY OF BID

BIDDER SHALL SIGN BELOW

Failure to sign bid will disqualify bid

Authorized Signature

Date

Print Name

|  |
|--|
| BID F.O.B. DESTINATION   |
| DESTINATION:   |
| <br><br><b>City of Round Rock</b><br><b>Purchasing Division</b><br><b>221 East Main St.</b><br><b>Round Rock, TX 78664</b> |

|  |
|--|
| SEE 1.7 OF BIDDING INSTRUCTIONS ATTACHED |
| TAX ID NO.:                              |
| LEGAL BUSINESS NAME:                     |
| ADDRESS:                                 |
| ADDRESS:                                 |
| CONTACT:                                 |
| TELEPHONE NO.:                           |
| BUSINESS ENTITY TYPE:                    |

**Best Bid Evaluation:** All bids received shall be evaluated based on the Best Value for the City, which will be determined by considering all or part of the following criteria: Bid Price, Reputation of Bidder, Extent to which the Goods or Services meet the City's needs, and Bidder's Past Relationship with the City; as well as any relevant criteria listed in the attached Specification Number 06-966-51, dated August 2006 (14 pages).

**BIDDER AGREES TO COMPLY WITH ALL CONDITIONS SET FORTH BELOW AND FOLLOWING IN THIS IFB.**

| ITEM # | CLASS & ITEM   | DESCRIPTION            | ESTIMATED QUANTITY | TOTAL PRICE |
|--------|--|------------------------|--------------------|-------------|
| 1      | 96651  | Letterhead Printed     | 50K/500per bx      | \$          |
| 2      | 96631  | Envelope Printing      | 50K/500per bx      | \$          |
| 3      | 96607  | Business Cards Printed | 125K/500 per bx    | \$          |
| 4      | Estimated days to deliver finished product after receipt of order _____. |                        |                    |             |
| 5      | Vendor is capable of accepting credit card payments. _____ (Yes or No)   |                        |                    |             |

"By the signature hereon affixed, the bidder hereby certifies that neither the bidder nor the entity represented by the bidder, or anyone acting for such entity has violated the antitrust laws of this State, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, the bid made to any competitor or any other person engaged in such line of business."

**ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF BID  
ANY EXCEPTIONS THERETO MUST BE IN WRITING**

**1. BIDDING REQUIREMENTS:**

- 1.1 Bidding requires pricing per unit shown and extensions. If trade discount is shown on bid, it should be deducted and net line extensions shown. Bidders guarantees product offered will meet or exceed specifications identified in this Invitation For Bid (IFB).
- 1.2 Bids should be submitted on this form. Each bid shall be placed in a separate envelope completely and properly identified. See instructions on reverse side. Bids must be in the office of the City Purchasing Agent before the hour and date specified on the reverse side of this IFB.
- 1.3 Late bids properly identified will be returned to bidder unopened. Late bids will not be considered.
- 1.4 Bid F.O.B. destination, freight, prepaid, & allowed unless otherwise specified on the IFB. If otherwise, show exact cost to deliver.
- 1.5 Bid unit price on quantity and unit of measure specified, extend and show total. In case of errors in extension, unit prices shall govern. Bids subject to unlimited price increase will not be considered.
- 1.6 Bid prices shall be firm for acceptance 30 days from bid opening date. "Discount from List" bids are not acceptance unless requested. Cash discount will not be considered in determining the low bid. All cash discounts offered will be taken if earned.
- 1.7 Bids shall give Tax Identification Number, full name and address of bidder. Failure to sign will disqualify bid. Person signing bid shall show title and authority to bind signatories firm in a contract. Firm name should appear on each page in the block provided in the upper right corner. Business Entity shall be one (1) of the following: Individual, Partnership, Sole Proprietorship, Estate/Trust, Corporation, Governmental. Non-profit, all others shall be specified. **INDIVIDUAL:** List name and number as shown on Social Security Card. **SOLE PROPRIETORSHIP:** List legal name followed by legal business name and Social Security Number. **ALL OTHERS:** List legal name of entity and Tax Identification Number (Tin).
- 1.8 Bid cannot be altered or amended after opening time. Any Alterations made before opening time shall be initialed by bidder or an authorized agent. No bid can be withdrawn after opening time without approval of the CITY based on a written acceptable reason.
- 1.9 The City is exempt from State Sales Tax and Federal Excise Tax. Do not include tax in bid.
- 1.10 The City reserves the right to accept or reject all or any part of bid, waive minor technicalities and award the bid to best serve the interests of the City, Split awards may be made at the sole discretion of the City.
- 1.11 Consistent and continued tie bids could cause rejection of bids by the City and/or investigation for antitrust violations.
- 1.12 Telephone bids and facsimile bids are not acceptable in response to the IFB.
- 1.13 **CAUTION:** Bid invitation allows sufficient time for receipt of the preferred mail response. The City shall not be responsible for bids received late, illegible, incomplete, or otherwise non-responsive

**2. SPECIFICATION:**

- 2.1 Any catalog, brand name or manufacturer's reference used in IFB is descriptive only (not restrictive), and is used to indicate type and quality desired. Bids on brands of like nature and quality will be considered unless advertised under the provisions of Section 252.022 of the Texas Local Government Code. If other than brand(s) specified is offered, illustrations and complete descriptions of product offered are requested to be made a part of the bid. If bidder takes no exceptions to specifications or reference data in bid, bidder will be required to furnish brand names, numbers, etc, as specified in the IFB.
- 2.2 All items bid shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated in IFB. Verbal agreements to the contrary will not be recognized.
- 2.3 Samples, when requested, must be furnished free of expense to the City. If not destroyed in examination, they will be returned to the bidder, on request, at bidder expense. Each example should be marked with bidders' name and address, City bid number and code. Do not enclose in or attach to bid.
- 2.4 The City will not be bound by any oral statement or representation contrary to the written specifications of this IFB.
- 2.5 Manufacturer's standard warranty shall apply unless otherwise stated in the IFB.

**3. TIE BIDS:** In case of tie bids, the award will be made in accordance with Section 271.901 of the Texas Local Government Code.

**4. DELIVERY:**

- 4.1 Bid should show number of days required to place material in City's designated location under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bid list. (See 4.2 following.)
- 4.2 If delay is foreseen, contractor shall give written notice to the City. The City has the right to extend delivery date if reasons appear valid. Contractor must keep the City advised at all times of status of order. Default in promised delivery (without acceptable reasons) or failure to meet specifications, authorizes the City to purchase supplies elsewhere and charge full increase, if any, in cost and handling to defaulting contractor.
- 4.3 No substitutions or cancellations permitted without written approval of the City.
- 4.4 Delivery shall be made during normal working hours only, unless prior approval for late delivery has been obtained from the City, unless otherwise specified in the IFB.

**5. INSPECTION AND TESTS:** All goods will be subject to inspection and test by the City to the extent practicable at all times and places. Authorized City personnel shall have access to any supplier's place of business for the purpose of inspecting merchandise. Tests may be performed on samples submitted with the bid or on samples taken from regular shipments. If the products tested fail to meet or exceed all conditions and requirements of the specifications, the cost of the sample used and the cost of the testing shall be borne by the supplier. Goods, which have been delivered and rejected in whole or in part, may, at the City's option, be returned to the Vendor or held for disposition at Vendor's risk and expense. Latent defects may result in revocation of acceptance.

**6. AWARD OF CONTRACT:** A response to an IFB is an offer to contract with the City based upon the terms, conditions, and specifications contained in the IFB Bids do not become contracts unless and until they are accepted by the City through its designates and a purchase order is issued. The contract shall be governed, construed, and interpreted under the Charter of the City and the laws of State of Texas. All contracts are subject to the approval of the City Council.

**7. PAYMENT:** Vendor shall submit three (3) copies of an invoice showing the purchase order number on all copies.

**8. PATENTS AND COPYRIGHTS:** The contractor agrees to protect the City from claims involving infringements of patents or copyrights.

**9. VENDOR ASSIGNMENTS:** Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract, which arise under the antitrust laws of the State of Texas. Tx, Bus. And Comm. Code Ann. Sec. 15.01, et seq. (1967).

**10. BIDDER AFFIRMATION:**

- 10.1 Signing this bid with a false statement is a material breach of contract and shall void the submitted bid or any resulting contracts, and the bidder shall be removed from all bid lists. By signature hereon affixed, the bidder hereby certifies that:
- 10.2 The bidder has not given, offered to give, nor intends to give any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, tip, favor, or service to a public servant in connection with the submitted bid.
- 10.3 The bidder is not currently delinquent in the payment of any debt owed the City.
- 10.4 Neither the bidder nor the firm, corporation, partnership, or any entity represented by the bidder, or anyone acting for such firm, corporation, or entity has violated the antitrust laws of this State codified in Section 15.01 et. Seq. Texas Business and Commercial Code, or the Federal Antitrust Laws, nor communicated directly or indirectly the bid made to any competitor, or any other person engaged in such line of business.
- 10.5 The bidder has not received compensation for participation in the preparation of the specification for this IFB.

**11. NOTE TO BIDDERS:** Any terms and conditions attached to bid will not be considered unless the bidder specifically references them on the front of this bid form. **WARNING:** Such terms and conditions may result in disqualification of the bid (e.g. bids with the laws of a state other than Texas requirements for prepayment. Limitations on remedies, etc.) The City of Round Rock can only accept bids which contain all the terms and conditions of its formal IFB; in particular, all bidders affirmations and certifications must be included. Submission of bids on forms other than City bid form may result in disqualification of your bid.

**12. INQUIRIES:** Inquiries pertaining to bid invitations must give bid number, codes, and opening date.

CITY OF ROUND ROCK

PRINTED LETTERHEAD, ENVELOPES, AND BUSINESS CARDS

PART 1

GENERAL

1. **PURPOSE:** The City seeks to contract with a qualified bidder to provide printing services of letterhead, envelopes, and business cards. Package shall include all necessary parts as outlined in the Invitation to Bid and specifications.
2. **DEFINITIONS:** The following definitions will be used for identified terms throughout the specification and bid document:
  - 2.1. Bidder identified throughout this specification shall describe persons and entities that consider themselves qualified to provide the goods, equipment or services.
  - 2.2. City – Identifies the City of Round Rock, Travis and Williamson Counties, Texas.
  - 2.3. Contract – A mutually binding legal document obligating the Contractor to furnish the goods, equipment or services, and obligating the City to pay for it.
  - 2.4. Contractor – (sometimes referred to as Contractor) a person or business enterprise providing goods, equipment, labor and/or services to the City as fulfillment of obligations arising from a contract or purchase order.
  - 2.5. Goods represent materials, supplies, commodities and equipment.
  - 2.6. Purchase Order - is an order placed by the Purchasing Office for the purchase of Goods or Services written on the City's standard Purchase Order form and which, when accepted by the Bidder, becomes a contract. The Purchase Order is the Bidder's authority to deliver and invoice the City for Goods or Services specified, and the City's commitment to accept the Goods or Services for an agreed upon price.
  - 2.7. Subcontractor - Any person or business enterprise providing goods, labor, and/or services to a Contractor if such goods, equipment, labor, and/or services are procured or used in fulfillment of the Contractor's obligations arising from a contract with the City.
3. **CLARIFICATION:** For clarification of specifications, bidders may contact:

**Brenda Fuller**  
**Buyer II**  
**City of Round Rock**  
**Email: [bfuller@round-rock.tx.us](mailto:bfuller@round-rock.tx.us)**  
**Telephone: 512-218-5456**

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to bid opening without written approval of the City of Round Rock through the Purchasing Division.
4. **CONFLICT OF INTEREST:**
  - 4.1 Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any vendor or person considering doing business with a local government entity disclose the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. The Conflict of Interest Questionnaire form is available from the Texas Ethics Commission at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). Completed Conflict of Interest Questionnaires may be mailed or delivered by hand to the City Secretary. If mailing a completed form, please mail to:

City of Round Rock  
Christine Martinez, City Secretary  
221 East Main Street  
Round Rock, Texas 78664

- 4.2 Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the vendor's proposal.

## **PART II**

### **GENERAL CLAUSES AND CONDITIONS**

1. **GOODS:** The equipment furnished under this specification shall be the latest improved model in current production, as offered to commercial trade, and shall be of quality workmanship and material. The bidder represents that all equipment offered under this specification shall be new. **USED, SHOPWORN, DEMONSTRATOR, PROTOTYPE OR DISCONTINUED MODELS ARE NOT ACCEPTABLE.**
2. **LABOR:** The Contractor shall provide all labor, installation and goods necessary to perform the project. The Contractor shall employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor.
3. **EXCEPTIONS:** Any variation from this specification must be indicated on the bid or on a separate attachment to the bid. The sheet shall be labeled as such.
4. **STANDARDIZATION:** The City of Round Rock is committed to procuring quality goods and equipment. We encourage manufacturers to adopt the International Organization for Standardization (ISO) 9001-9003 standards, technically equivalent to the American National Standards Institute/American Society for Quality Control (ANSI/ASQC Q91-93 1987), and obtain certification. Adopting and implementing these standards is considered beneficial to the manufacturer, the City, and the environment. It is the City's position that the total quality management concepts contained within these standards can result in reduced production costs, higher quality products, and more efficient use of energy and natural resources. Manufacturers should note that future revisions to this specification which may require ISO certification.
5. **ENVIRONMENT:** It is the intent of the City to purchase good and equipment having the least adverse environmental impact, within the constraints of statutory purchasing requirements, departmental needs, availability, and sound economical considerations. Suggested changes and environmental enhancements for possible inclusion in future revisions of this specification are encouraged.
6. **DAMAGE:** The Contractor shall be responsible for damage to the City's equipment and/or property, the workplace and its contents by its work, negligence in work, its personnel and equipment. The Contractor shall be responsible and liable for the safety; injury and health of its working personnel while its employees are performing service work.
7. **WORKPLACE:** The City reserves the right to inspect the facilities and organization before recommending any award; or to take any other action necessary to determine a prospective vendor's ability to perform. The City may reject bids where evidence submitted or investigation and evaluation indicates an inability of the bidder to perform.
8. **BEST BID EVALUATION:** All bids received shall be evaluated based on the best value for the City. Best value will be determined by considering all or part of the criteria listed, as well as any relevant criteria specifically listed in the solicitation.
  - 8.1. Bid price
  - 8.2. Reputation of the bidder and of bidder's goods and services.
  - 8.3. The quality of the bidder's goods or services.
  - 8.4. The extent to which the goods or services meet the City's needs

- 8.5. Bidder's past relationship with the City. All vendors will be evaluated on their past performance and prior dealings with the City to include, but not limited to, failure to meet specifications, poor quality, poor workmanship, late delivery.
- 8.6. The total long-term cost to the Municipality to acquire the bidder's goods or services.
8. **EX PARTE COMMUNICATION:** Please note that to insure the proper and fair evaluation of a bid, the City of Round Rock prohibits ex parte communication (e.g., unsolicited) initiated by the Bidder to the City Official or Employee evaluating or considering the bids prior to the time a bid decision has been made. Communication between Bidder and the City will be initiated by the appropriate City Official or Employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the bid. Ex parte communication may be grounds for disqualifying the offending Bidder from consideration or award of the bid then in evaluation, or any future bid.
9. **AGREEMENT:** This Agreement shall be effective on the date it has been signed by both parties hereto, and shall remain in full force and effect unless and until it expires by operation of the term stated herein, or until terminated or extended as provided herein.
- 9.1. The term of this Agreement shall be for three (3) consecutive twelve (12) month periods of time from the effective date. Prices shall be firm for the duration of the Agreement, except as provided for herein. This Agreement may be renewed for two (2) additional periods of time not to exceed twelve (12) months for each renewal provided the parties agree.
- 9.2. The City reserves the right to review the Vendor's performance at the end of each twelve (12) month period of time, and to cancel the contract (without penalty) or continue the contract through the next period.
10. **VENDOR PERFORMANCE:** The City reserves the right to review Vendor's performance at any time during the initial agreement or renewal period, and may elect to terminate this Agreement with or without cause or may elect to continue.
11. **PRICE:** The contract price bid shall be firm for the duration of the contract or extension periods. No separate line item charges shall be permitted for either bidding or invoice purposes, which shall include equipment rental, demurrage, cost associated with obtaining permits or any other extraneous charges.
12. **PRICE ADJUSTMENT:** The City may permit "unit price" adjustments upward, only as a result of a cost increase in services in accordance with the Producers Price Index at <http://stats.bls.gov/ppi/>. Price increases may be permitted in accordance with the Producers Price Index. Any price increase to this contract shall be requested by Vendor in writing and shall be accompanied by the appropriate documentation to justify the increase, and shall be received by the City at least ninety (90) days prior to the agreement review date. Vendor may offer price decreases, even in excess of the allowable percentage change, at any time during the contract term. The City reserves the sole option to reject any price increase and terminate this contract should the City and the Vendor not agree on any price increase.
13. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly services or quantities, as determined by the City's budget for the fiscal year in question. The City may effect such termination by giving Contractor a written notice of termination at the end of its then current fiscal year.
14. **CANCELLATION:** The City reserves the right to cancel the Agreement without penalty by providing 30 days prior notice to the other party. Contractor shall provide the City with 120 days written notice prior to cancellation of the Agreement and shall continue services for a period of time not to exceed 120 days after written notification. Termination under this paragraph shall not relieve the Contractor of any obligation or liability that has occurred prior to cancellation. **Note: This Agreement is subject to cancellation, without penalty, at any time the City deems the vendor to be non-compliant with contractual obligations.**
15. **ABANDONMENT OR DEFAULT:** A Contractor who abandons or defaults the work on the contract and causes the City to purchase the services elsewhere may be charged the difference in service if any and shall not be considered

in the re-advertisement of the service and may not be considered in future bids for the same type of work unless the scope of work is significantly changed.

16. **COMPLIANCE WITH LAWS:** The successful bidder shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the resulting agreement, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When requested, the Contractor shall furnish the City with satisfactory proof of its compliance.
17. **CODES, PERMITS AND LICENSES:** The successful bidder shall comply with all National, State and Local standards, codes and ordinances and the terms and conditions of the services of the electric utility, as well as other authorities that have jurisdiction pertaining to equipment and materials used and their application. None of the terms or provisions of the specification shall be construed as waiving any rules, regulations or requirements of these authorities. The successful bidder shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill contractual obligations (City of Round Rock fees and costs will be waived).
18. **INDEMNITY:** Contractor shall indemnify, save harmless and defend the City, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees and any and all other costs or fees incident to the performance of the resulting agreement and arising out of a willful or negligent act or omission of the Contractor, its officers, agents, servants and employees.
19. **INSURANCE:** (The following insurance requirements applies to contracts for services that are performed at City Facilities or at sites designated by the City and for supplies that are delivered to City facilities by the Contractor personnel). The Contractor shall procure and maintain at its sole cost and expense for the duration of the contract or purchase order resulting from a response to this bid/Specification insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work as a result of this bid by the successful bidder, its agents, representatives, volunteers, employees or subcontractors.
  - 19.1. Certificates of Insurance and endorsements shall be furnished to the City and approved by the City before work commences.
  - 19.2. The following standard insurance policies shall be required:
    - 19.2.1. General Liability Policy
  - 19.3. The following general requirements are applicable to all policies:
    - 19.3.1. Only insurance companies licensed and admitted to do business in the State of Texas shall be accepted.
    - 19.3.2. Deductibles shall be listed on the Certificate of Insurance and are acceptable only on a per occurrence basis for property damage only.
    - 19.3.3. Claims made policies shall not be accepted, except for Professional Liability Insurance.
    - 19.3.4. Upon request, certified copies of all insurance policies shall be furnished to the City
    - 19.3.5. Policies shall include, but not be limited to, the following minimum limits:
      - 19.3.5.1. Minimum Bodily Injury Limits of \$300,000.00 per occurrence.
      - 19.3.5.2. Property Damage Insurance with minimum limits of \$50,000.00 for each occurrence.

**19.3.5.3.** Automobile Liability Insurance for all owned, non-owned, and hired vehicles with minimum limits for Bodily Injury of \$100,000.00 each person, and \$300,000.00 for each occurrence, and Property Damage Minimum limits of \$50,000.00 for each occurrence.

**19.3.5.4.** Statutory Worker's Compensation Insurance and minimum \$100,000.00 Employers Liability Insurance.

**19.3.6.** Coverage shall be maintained for two years minimum after the termination of the Contract.

**19.4.** The City shall be entitled, upon request, and without expense to receive copies of insurance policies and all endorsements thereto and may make reasonable request for deletion, revision, or modification of particular policy terms, conditions, limitations, or exclusions (except where policy provisions are established by law or regulation binding either of the parties hereto or the underwriter of any of such policies). Upon such request by the City, the Contractor shall exercise reasonable efforts to accomplish such changes in policy coverage and shall pay the cost thereof. All insurance and bonds shall meet the requirements of the bid specification and the insurance endorsements stated below.

**19.5.** Contractor agrees that with respect to the required insurance, all insurance contracts and certificate(s) of insurance will contain and state, in writing, on the certificate or its attachment, the following provisions:

**19.5.1.** Provide for an additional insurance endorsement clause declaring the Contractor's insurance as primary.

**19.5.2.** Name the City and its officers, employees, and elected officials as additional insured's, (as the interest of each insured may appear) as to all applicable coverage.

**19.5.3.** Provide thirty days notice to the City of cancellation, non-renewal, or material changes

**19.5.4.** Remove all language on the certificate of insurance indicating:

**19.5.4.1.** That the insurance company or agent/broker shall **endeavor** to notify the City; and,

**19.5.4.2.** Failure to do so shall impose no obligation of liability of any kind upon the company, its agents, or representatives.

**19.5.5.** Provide for notice to the City at the addresses listed below by registered mail:

**19.5.6.** Contractor agrees to waive subrogation against the City, its officers, employees, and elected officials for injuries, including death, property damage, or any other loss to the extent it may be covered by the proceeds of insurance.

**19.5.7.** Provide that all provisions of this contract concerning liability, duty, and standard of care together with the indemnification provision, shall be underwritten by contractual liability coverage sufficient to include such obligations within applicable policies.

**19.5.8.** All copies of the Certificate of Insurance shall reference the project name, bid number or purchase order number for which the insurance is being supplied.

**19.5.9.** Contractor shall notify the City in the event of any change in coverage and shall give such notices not less than thirty days prior notice to the change, which notice shall be accomplished by a replacement Certificate of Insurance.

**19.5.10.** All notices shall be mailed to the City at the following addresses:

**Assistant City Manager  
City of Round Rock  
221 East Main Street  
Round Rock, TX 78664-5299**

**City Attorney  
City of Round Rock  
309 East Main Street  
Round Rock, TX 78664**

- 19.6. Approval, disapproval, or failure to act by the City regarding any insurance supplied by the Contractor shall not relieve the Contractor of full responsibility or liability for damages and accidents as set forth in these requirements. Neither shall bankruptcy, insolvency, or denial of liability by the insurance company relieve the Contractor from liability.
- 19.7. If the Contractor employs, contracts with or otherwise permits any other individual or entity to perform any of the obligations of the Contractor, then any and all of these individual or entities shall be bound by the same insurance requirements as the successful bidder.

**20. WORKERS COMPENSATION INSURANCE: The following insurance requirements applies to contracts for services that are performed at City Facilities or at sites designated by the City and for supplies that are delivered to City facilities by the Contractor personnel)**

Texas Labor Code, Section 406.098 requires workers' compensation insurance coverage for all persons providing services on building or construction projects for a governmental entity.

- 20.1. Certificate of coverage ("certificate") - A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Texas Workers' Compensation Commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.
- 20.2. Duration of the project - includes the time from the beginning of the work on the project until the Contractor's/person's work on the project has been completed and accepted by the OWNER.
- 20.3. Persons providing services on the project ("subcontractor") in Section 406.096 - includes all persons or entities performing all or part of the services the CONTRACTOR has undertaken to perform on the project, regardless of whether that person contracted directly with the CONTRACTOR and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity, which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.
- 20.4. The CONTRACTOR shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, that meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the CONTRACTOR providing services on the project, for the duration of the project.
- 20.5. The CONTRACTOR must provide a certificate of coverage to the OWNER prior to being awarded the contract.
  - A. If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the CONTRACTOR must, prior to the end of the coverage period, file a new certificate of coverage with the OWNER showing that coverage has been extended.
  - B. The CONTRACTOR shall obtain from each person providing services on a project, and provide to the OWNER:
- 20.6. The CONTRACTOR shall notify the OWNER in writing by certified mail or personal delivery, within 10 calendar days after the CONTRACTOR knew or should have known, or any change that materially affects the provision of coverage of any person providing services on the project.



- 20.7.** The CONTRACTOR shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- 20.8.** The CONTRACTOR shall contractually require each person with whom it contracts to provide services on a project, too:
- A.** Provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, that meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all its employees providing services on the project, for the duration of the project;
  - B.** Provide to the CONTRACTOR, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on a project, for the duration of the project;
  - C.** Provide the CONTRACTOR, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
  - D.** Obtain from each other person with whom it contracts, and provide to the CONTRACTOR:
    - 1) A certificate of coverage, prior to the other person beginning work on the project; and
    - 2) A new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project
  - E.** Retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
  - F.** Notify the OWNER in writing by certified mail or personal delivery, within 10 calendar days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
  - G.** Contractually require each person with whom it contracts, to perform as required by paragraphs (A thru G), with the certificates of coverage to be provided to the person for whom they are providing services.
  - H.** By signing this contract, or providing, or causing to be provided a certificate of coverage, the Contractor is representing to the Owner that all employees of the Contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the Commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.
  - I.** The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor that entitles the Owner to declare the contract void if the Contractor does not remedy the breach within ten calendar days after receipt of notice of breach from the owner.

- 21.** **LIENS:** Contractor agrees to and shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods and services which may be provided under the resulting agreement. At the City's request the Contractor or subcontractors shall provide a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.

22. **VENUE:** Both the City and the Contractor agree that venue for any litigation arising from a resulting agreement shall lie in Williamson County, Texas.
23. **INDEPENDENT CONTRACTOR:** It is understood and agreed that the Contractor shall not be considered an employee of the City. The Contractor **shall not** be within protection or coverage of the City's Worker' Compensation Insurance, Health Insurance, Liability Insurance or any other insurance that the City from time to time may have in force and effect.

### **PART III**

### **SPECIFICATIONS**

1. **SCOPE:** This specification describes the printing services required for printed letterhead, envelopes, and business cards.
2. **STATEMENT OF INTENT:** These specifications cover only the general requirements as to the performance and design criteria, as well as vendor responsibilities for printing services
3. **NOTICE TO BIDDERS:** Bidders are cautioned to read the specifications carefully, as there may be special requirements.
4. **BIDDER QUALIFICATIONS:** The opening of a bid will not be construed as the City's acceptance of such bidder as qualified and responsible. The City reserves the right to determine the bid that is the Best Value for the City from information submitted with the bid. **All bidders shall furnish the following information at a minimum:**
  - 4.1 References: Provide the name, address, telephone number and point of contact of at least three firms for which the bidder has performed similar service within the past five years. References may be checked prior to award. Any negative responses received may result in disqualification of bid. **Failure to include references with submittal shall result in disqualification from consideration for award.**
  - 4.2 Identify any subcontractors to be used for this service. Experience, qualifications and references of the subcontractors shall be submitted. The City retains the right to approve or disapprove all subcontractors prior to any work being performed.
5. **CONFIDENTIALITY OF CONTENT:** Bids received shall be subject to release as public information unless the bid or specific parts of the bid can be shown to be exempt from the Texas Public Information Act. Bidders are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The City assumes no obligation or responsibility for asserting legal arguments on behalf of potential bidders.
  - 5.1 If a bidder believes that a bid or parts of a bid are confidential, then the bidder shall so specify. The bidder shall stamp in bold red letters the term "confidential" on that part of the solicitation, which the bidder believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. All bids and parts of bids that are not marked as confidential will be automatically considered public information after the contract is awarded.
6. **ORDER QUANTITY:** The quantities shown on the IFB are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the quantity needed to satisfy operating requirements, which may be more or less than indicated.
7. **PRINTING SERVICES:** Bidder is directed to exhibits attached hereto for specific identification of guidelines to be used in the printing of letterhead, envelopes, and business cards.
  - 7.1. Logo components shall consist of the logo graphics: three brushstrokes converging to create a star, the logotype: Round Rock, Texas underlined; "Purpose. Passion. Prosperity." beneath and the typeface: Matrix Book upper case.
  - 7.2. Application of the version of the logo shall be "color" as described in the logo color palette listed as Pantone/Color Conversions consisting of Pantone 288, Pantone 1805, and Pantone 288-80%.
  - 7.3. The City Communications Director shall retain approval authority for all logo artwork/files. Any files/artwork received shall be used as is, without alteration, with the exception of size. Misusing Round Rock's logo has

the potential of causing damage in the form of brand devaluation. The City of Round Rock shall pre-approve any usage of the logo, in any form, by vendors or partners.

- 7.4. Clear space should be left around the logo and tagline. No artwork, text, symbols, colors of any sort shall intrude into this area. Using the Signature Cap Height and applying that measurement as a framed border around the logo determine minimum clear space.
  - 7.5. Font Guidelines are to include Matrix as the primary logotype font. Matrix Book shall be the print font.
  - 7.6. Proof sheets of printed items shall be required on each order. The types of items to be printed will be transmitted electronically and successful bidder shall have Quark software to receive items. Samples of each item on this bid may be required.
8. **PRINTED LETTERHEAD:** Paper for the letterhead shall be Fox River Starwhite Sirius, Smooth 70 lb. Text. Colors shall be PMS 288, PMS 1805 and PMS 288-80%. Letterhead is to include the City of Round Rock logo with header and footer per Exhibit "A".
  9. **PRINTED ENVELOPES:** Envelope style shall be Business A-10. Paper shall be Fox River Starwhite Sirius, Smooth. Colors shall be PMS 288, PMS 1805, and PMS 288-80%. Envelopes shall include the City of Round Rock logo with return addresses per Exhibit "B".
  10. **PRINTED BUSINESS CARDS:** Paper for Business Cards shall be Fox River Starwhite Sirius, Smooth 80 lb. Cover. Colors shall be PMS 288, PMS 1805, and PMS 288-80%. Business Cards shall include the City of Round Rock logo with employee's name, title, phone numbers, and fax numbers, etc. per Exhibit "C".
  11. **EXHIBITS:** The following exhibits are attached as samples for documents referenced:
    - 11.1. Exhibit "A" : Letterhead
    - 11.2. Exhibit "B": Envelopes
    - 11.3. Exhibit "C": Business Cards
    - 11.4. Exhibit "D": Additional Log Information

**PART IV**

**DELIVERY, SERVICE, ACCEPTANCE AND PAYMENT**

1. **DELIVERY:** Delivery shall be completed within the number of days bid. Bid price shall be inclusive of all service and materials required to meet specifications.
2. **ACCEPTANCE:** Acceptance inspection should not take more than five working days. The vendor will be notified within this time frame if the unit delivered is not in full compliance with the specifications. If any purchase order is canceled for a unit for non-acceptance, the needed equipment may be purchased elsewhere and the vendor may be charged full increase, if any, in cost and handling.
3. **INVOICING:** Contractor shall submit one original and one copy of each invoice to the following address:  
  
**City of Round Rock  
Attn: Accounts Payable  
221 East Main Street  
Round Rock, TX 78664-5299**
4. **PROMPT PAYMENT POLICY:** Payments will be made within thirty days after the City receives the supplies, materials, equipment, or the day on which the performance of services was completed or the day on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Contractor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
  - 5.1. There is a bona fide dispute between the City and Contractor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
  - 5.2. The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
  - 5.3. There is a bona fide dispute between the Contractor and a Sub-contractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
  - 5.4. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.
6. **OVERCHARGES:** Contractor hereby assigns to purchaser any and all claims for overcharges associated with this agreement which arise under the antitrust laws of the United States, 15 USGA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Bus. and Com. Code, Section 15.01, et seq.

# EXHIBIT A

## LETTERHEAD



**ROUND ROCK, TEXAS**  
**PURPOSE. PASSION. PROSPERITY.**

**Mayor**

Nyle Maxwell

**Mayor Pro-tem**

Alan McGraw

**Council Members**

Rufus Honeycutt

Joe Clifford

Carlos T. Salinas

Scott Rhode

Ted Williamson

**City Manager**

James R. Nuse, P.E.

**City Attorney**

Stephan L. Sheets

# EXHIBIT B

## ENVELOPE

(RETURN ADDRESSES SHALL MATCH  
LETTERHEAD ADDRESSES BY DEPARTMENT  
AS SPECIFIED IN EACH ORDER)



**ROUND ROCK, TEXAS**

PURPOSE. PASSION. PROSPERITY.

**CITY OF ROUND ROCK**

221 East Main Street  
Round Rock, Texas 78664

ADDRESSES ON ENVELOPES SHALL  
MATCH LETTERHEAD ADDRESSES

EXHIBIT "B"



# **EXHIBIT C**

## **BUSINESS CARDS**



**ROUND ROCK, TEXAS**  
PURPOSE. PASSION. PROSPERITY.

John Doe  
CITY OF ROUND ROCK  
Job Title  
Police Department

615 E. Palm Valley Blvd.  
Round Rock, Texas 78664  
Office: 512.218.5500  
Cell: 512.801.4419  
Fax: 512.218.7060  
jdoe@round-rock.tx.us  
www.roundrocktexas.gov



**ROUND ROCK, TEXAS**  
PURPOSE. PASSION. PROSPERITY.

John Doe  
CITY OF ROUND ROCK  
Job Title  
Police Department

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www.roundrocktexas.gov

# EXHIBIT D

## ADDITIONAL LOG INFORMATION



# ROUND ROCK, TEXAS

PURPOSE. PASSION. PROSPERITY.

## Round Rock Identity Style Guide

# TABLE OF CONTENTS

## Round Rock Identity

### Guides for Usage

|                                    |      |
|------------------------------------|------|
| Intro . . . . .                    | .2   |
| Style . . . . .                    | .3   |
| Usage . . . . .                    | .4-8 |
| Color Palette . . . . .            | .9   |
| Font Guidelines . . . . .          | .10  |
| Trademark Considerations . . . . . | .11  |
| Contact Information . . . . .      | .12  |

# INTRODUCTION

The Round Rock identity, brand, look and feel is how people will identify and separate Round Rock, Texas. This brand is a source of pride and is composed of many elements including the font, the style, the colors and the overall usage.

Protecting this brand provides leverage for Round Rock, strengthens our presence, increases awareness, develops recall and loyalty among our audiences and ultimately, creates staying power. This is why establishing guidelines and regulations about our brand's usage is important, and these guidelines should be followed by all, City and Chamber employees, media, our partners and our vendors. From press releases, to city vehicles, to newsletters, to Web sites, flyers, brochures and promotional items, the brand should remain consistent.

The following document provides guidelines on usage for the City's logo and tagline, covering almost any situation in which the brand might be used. If you need assistance or have any questions on identity usage, details or formats, please contact Will Hampton, City of Round Rock Communications Director, at 512-218-5409.

# ROUND ROCK BRAND STYLE

## **Brand Personality:**

All communications, large and small, should reflect the key brand attributes and personality. Round Rock's primary personality as a City is a center of success. Round Rock provides employees, employers, citizens, families and all people access to and elements of success. Rather than trendy, Round Rock is established, proven and stable, as well as visionary.

Additionally, we need to consider the communications needs of our target markets and partners. All aspects of our communications, including the design, writing tone and content should reflect the fact that we are addressing a range of audiences, from employees to employers, current citizens, prospective small, mid and large-sized businesses and their CEOs.

# LOGO USAGE

## GUIDELINES FOR LOGO USAGE

Round Rock's logo:



## LOGO COMPONENTS

The Round Rock logo consists of the following;

- The logo graphics: Three brushstrokes converging to create a star
- The logotype: Round Rock, Texas underlined; "Purpose. Passion. Prosperity." beneath
- The typeface: Matrix Book upper case

## DIFFERENT VERSIONS FOR DIFFERENT APPLICATIONS

For flexibility, the following pages show multiple versions of the logo for your use—color, black-and-white and reversed, horizontal and vertical versions (both with and without the tagline).

## PROPER USAGE OF THE LOGOS

All logo artwork/files will be provided by the Communications Director with the City of Round Rock. Any files/artwork received should be used as is, without alteration, with the exception of size.

Misusing Round Rock's logo has the potential of causing damage in the form of brand devaluation. Any usage of the logo, in any form, by vendors or partners should be approved by Round Rock.



## **AVAILABLE FORMATS**

The logos will be used in many different formats and mediums. As a result, the following file formats are available for your use:

- **EPS:** Encapsulated Postscript. This is the most popular format for print materials. It is resolution-independent and can be scaled easily.
- **BMP:** Bitmap. This type of file is embedded directly into Word documents. BMP is not used for high-quality printing or web use.
- \* **JPEG:** Joint Photograph Expert Group. These files are an easily read format for the majority of programs.
- **GIF:** Graphics Interchange Format. Easily read by most programs, gifs work well with the Web and PowerPoint presentations. It is used mainly with line art and logos.

## **MINIMUM SIZE**

The logo and tagline should never be reduced so small they become illegible. Use your best judgment when reproducing Round Rock artwork. Any questions or concerns about usage should be directed to Will Hampton, City of Round Rock Communications Director.

## CLEAR SPACE

To give it presence, an area of clear space should be left around the logo and tagline.

No artwork, text, symbols, colors of any sort should intrude into this area.

Minimum clear space is determined by using the Signature Cap Height and applying that measurement as a framed border around the logo.



## LOGO STYLES

Color logo with tagline



Color logo without tagline



Black and white logo with tagline



Black and white logo without tagline



## LOGO STYLES IN REVERSE OR DARK BACKGROUNDS

(In this usage, logo and tagline must be printed in four colors.)

Color logo with tagline



Color logo without tagline



Black and white logo with tagline



Black and white logo without tagline



# LOGO COLOR PALETTE

## PANTONE/COLOR CONVERSIONS

The following colors are approved for use in Round Rock communications and must be used when reproducing our logo.

Four-color process (CMYK) is the preferred reproduction method in print mediums.

RGB values are provided for broadcast use, and web values are provided for interactive use.



### PANTONE 288

RGB Values: R - 0  
G - 40  
B - 122

CMYK Values: C - 100  
M - 65  
Y - 0  
K - 31

Web Value: 003366



### PANTONE 1805

RGB Values: R - 187  
G - 45  
B - 63

CMYK Values: C - 0  
M - 91  
Y - 100  
K - 24

Web Value: CC3333



### PANTONE 288 - 80%

RGB Values: R - 66  
G - 87  
B - 142

CMYK Values: C - 80  
M - 52  
Y - 0  
K - 24

Web Value: 336699

# FONT GUIDELINES

The provisions of font for use in Round Rock communication materials should include the following:

## APPROVED FONTS

We've chosen Matrix as our primary logotype font.

Matrix Book has been selected as our print font.

## PRINT FONTS

- Headline and Bodytext typeface: MatrixBook

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz

- Subhead typeface: MatrixBold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**

## WEB FONTS

These are a few font choices that work well in HTML format. We feel the best choices for our needs and for readability are as follows:

- Headline and body text typeface: Verdana

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz

- Headline and body text typeface: Arial

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz